APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

		npleting this form contact DHR Records Manager 56-4976 GIST: 221-4983	nent Unit, 47	Trinity Avenue, A	Atlanta, Georgia
DHF	<u> </u>	1. GEORGIA DEPARTMENT OF HUMAN RESOUR	ICES (ARCHIVE	S AND HISTORY
Application Date		Div. Of Mental Health And Mental R		Application Number	
- 8/2/82		Mental Retardation Section		· 76-	245-A
Application Numbe	F	47 Trinity Ave. Room 307-H	· •.	Date Received	Date Completed
82-27		Atlanta, Ga. 30334		AUG 1 8 1982	SEP 1 6 1982
2. Person to Conta	et	Working 1	Title		Telephone Number
Ralph McC Jeanne Te	uin rhyme	to the second se	Init Super ecretary	visor	656-6370
b. Dispose of	Retention Schedu	ule; record will continue to accumulate, lation; no further accumulation anticipated, 76-245 Change;	•	Retention In	terials and Form
4. Dates of Series		6. Records Series Title Hollowed by title used in office	; If different)		
	Latest			-	** ***
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8. Monthly Refere		How often are records referred to which are: Seven to twelve months old;	Thisman on a.s.	markers marks and	•
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9. Annual Rate of		,	1.		
Letter-size draw	en	; Legal-size drawers; Shelves	; 0	ther (Specify)	

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If not, where is it?						
b. Does the series cor	ntain confidential information requiri					
				· · · · · · · · · · · · · · · · · · ·		
c. Is this a vital recon	or ve historical or long term research val	?				
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e. Faderal law	years.	f.	Federal retention instructions			
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of explanation.)	Secretary of State/Designee	4 duar	1 Wilden	8/21/82		
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	Attorney General/Designee	111	lusars	943.60		
Form 4898 (7-78)						

#7 Included Are; (contd)

Contract Pinancial Annex; Rental Agreement; Equipment Listings; Equipment Expenditures; Inventory and Supplemental Equipment Expenditures; Related Documents, and Correspondence.



-50-71; Rev. 78

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	Avenue, Auanta,	seorgia, 30334,	
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE	
Application Date	Department of Human Resources	Application Number 76 - 2 4 5		
June 11, 1976	Division of Mental Health & Mental Retard. Mental Retardation Section			
Application Number	47 Trinity Avenue, Rm. 542-H	Date Received	Date Completed	
DHR-68	Atlanta, Ga.	學2 - 9 1976	JUL 29 1976	
2. Person to Contact	Working Title		Telephone Number	
Budd Hughes	Assistant Division Dir	ector	656-6370	
3. Action Requested			<u> </u>	
	Schedule; record will continue to accumulate.		•	
The second secon	ccumulation; no further accumulation anticipated.	•	•	
c. O Amend Application				
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)		
1973 Present	Mental Retardation Training Center Budg	et and Fiscal	Files	
6. Division and Office Function	What is the function of the Division and the Office in	which this record se	ries is created?	
The Division of Menta	al Health & Mental Retardation administers	the mental hea	alth, mental	
retardation and other	r developmental disabilities, drug abuse, a	lcoholism, and	d training and	
research programs. I	his Division is also concerned with commun	ity mental hea	alth, and the	
administration of the	State mental hospitals, rehabilitation an	d retardation	centers.	
through a comprehensi ized services are pro	on the mentally retarded within the I Q ranger to system of institutional and community solvided through the following major programs Group Homes, 3) Institutional Services, 4 Programs.	ervice program ; 1) Day Traim	ns. The special- ning and Work	
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if a	nny):	
Documents relating to: the Centers.	monitoring and review of funds spent by M	ental Retardai	tion Training	
Included but not limi	ted to are.	•		
moded Dat not 11.	ccu to are.		•	
3 County Budge	t Summary OAS(6)-60	•	•	
-	t Personal Services OAS(6)-61		•	
	t Items Other Than Personal Services OAS(6)	1 62		
	t Non-Participating Items OAS(6)-63	/-02		
	t Revisions OAS(6)-80			
		7.20		
	Expenditures-Request for Funds DCS/SSS(2)-			
	penditures, Inventory and Supplemental Equ	ipment Expendi	tures	
(CONTIN	ued - Page 3)fiscal			
rie is arranged. Chronol	ogically by year thereunder alphabetically	by county.		
. Monthly Reference Rate	How often are records referred to which are:			
	O ; Seven to twelve months old 10 ; Thirteen to	twenty-four manth	s old5	
Annual Rate of Accumulation	n of Remode			
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)		

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b. Does the series	s contain confid	lential informatio	n requiring security handling? If yes, cite law or reg	
X c is this a vital r				
X d. Does this serie			earch value? t necessary to keep the entire file for a long period, co	
1	scheduled separ		t necessary to keep the entire me for a long period, co	ouid these
X I the informa	tion contained i	in this series ever	published? If yes attach copy. Certain Stati	stical areas
g. Is the informa X If yes, attach or	tion contained copy. Certa	in this series ever in parts to	analyzed and/or recorded included in DHR An be found in monthly annual summary	nual Report
h. Is there a dupl X If yes, where?	lication of this s	eries in your offic Copy of Cont	ce, or in another office or agency? ract covered under standard 75-267	duplicated in
		on of it! regularly	microfilmed?	Property Go
X L Does the recor				Office
1. Retention Requirements	Th	e following requi	res the series to be kept:	٠,
a. State Law		years.	d. Audit period	
b. Statute of limitation		years.	e. Administrative need	5 years. 3
c. Federal law		years,	f. Federal retention instructions	years.
2. Approved Disposition Inst	_	<u> </u>	nends that the file series be cut off at the end of each Fiscal Year; Other	
 ☑ Hold in the current file ☑ Transfer to local holdin ☑ Transfer to State Record ☑ Destroy. 	ng area; hold	year(s); then	
☐ Transfer to State Archi	ves for permane	ent retention.	•	
Other (Specify)				
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These instructions apply to	all prior and fi	uture accumulatio	ons of the series.	
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ecommendations in para-		**************************************	State Records Committee (Signature)	Date
aph 12 are approved.	State Aud	itor/Designee	1 James Lund	7-28-76
If disapproved, attach letter f explanation.)	C. At	Sensa/Daniana	Consold Ida of	
i explanauUff./	Secretary of	State/Designee	Canal Jan	7-27-76
5. 5. 71. 5. 74.	Attorney Ge	eneral/Designee	1/1/10 hell	17-28-25
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Department of Human Resources
Division of Mental Health & Mental Retardation
Mental Retardation Section
47 Trinity Avenue, Rm. 542-H
Atlanta, Georgia

#7 continued

- 8. Contract Information Sheet
- 9. Rental Agreement
- 10. Contract for Services and Addendums
- 11. Request for Contract Approval
- 12. Contract Financial Annex
- 13. and Similar and related documents



APPLICATION FOR RECORDS RETENTION SCHEDULE

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Application Number	47 Trinity Avenue, Rm. 542-H	Date Received Date Completed					
DHR-68	Atlanta, Ga.	集記 - 9 1976 JUL 2 9 1976					
2. Person to Contact	Working Title	Telephone Number					
Budd Hughes Assistant Division Director 656-6370							
3. Action Requested							
a. 🗵 Establish Retention	Schedule; record will continue to accumulate.						
b. Dispose of present ac	ccumulation; no further accumulation anticipated.	•					
c. Amend Application							
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)					
1973 Present	Montal Potardation Wraining Conton Puls	ab and nineri nites					
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6. Division and Office Function							
	l Health & Mental Retardation administers developmental disabilities, drug abuse, a						
	his Division is also concerned with commun						
	State mental hospitals, rehabilitation an						
	n Section is one of the programmatic section						
	ardation. The Mental Retardation Section						
	n the mentally retarded within the I Q ran						
	ve system of institutional and community s						
	vided through the following major programs	. – .					
	Group Homes, 3) Institutional Services, 4) Family Care Homes and					
5) Foster Grandparent	Programs.						
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles if anyl:					
	Attach samples of the file.						
	monitoring and review of funds spent by M	ental Retardation Training					
Centers.							
Included but not limi	ted to are.						
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1. Countu Budge	t Summary OAS(6)-60	,					
	t Personal Services OAS(6)-61						
	t Items Other Than Personal Services OAS(6)-62					
4. County Budget Non-Participating Items OAS(6)-63							
5. County Budget Revisions OAS(6)-80							
6. Receipts and Expenditures-Request for Funds DCS/SSS(2)-138							
7. Equipment Expenditures, Inventory and Supplemental Equipment Expenditures							
(continued - Page 3)fiscal							
File is arranged: chronologically by year thereunder alphabetically by county.							
8. Monthly Reference Rate How often are records referred to which are:							
One to six months old $\frac{10}{}$; Seven to twelve months old $\frac{10}{}$; Thirteen to twenty-four months old $\frac{5}{}$; twenty-five months and older $\frac{1}{}$;							
9. Annual Rate of Accumulation of Records							
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)							
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	X	b. Does the series	contain confid	ential informatio	n requiring s	scurity handlin	g? If yes, cite law or	regulation.
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	X	d. Does this series		or long term res	arch value?	· · · · · · · · · · · · · · · · · · ·		
						keep the entir	e file for a long perio	d, could these
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	,	g. Is the informat	ion contained i	n this series ever	analyzed and	i/or recorded in	<i>ncluded.in DHR</i> I a s ummarized repor	Annual Report Y
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_		h. Is there a dupli	cation of this s	eries in your offic	e, or in anot	ther office or ac	ency? standard 75-26	Equipment vectors of duplicated in
X		If yes, where?			 			
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11. <i> </i>	Retent	ion Requirements	Th	e following requi	res the series	to be kept:		
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ł		eral law	· -	years.	· -		on instructions	3 years.
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		 	Attorney Go	neral/Designee	1//	VW V	ul	7-28-28
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Department of Human Resources
Division of Mental Health & Mental Retardation
Mental Retardation Section
47 Trinity Avenue, Rm. 542-H
Atlanta, Georgia

#7 continued

- 8. Contract Information Sheet
- 9. Rental Agreement
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